



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



CODE COMPLIANCE DIVISION DIRECTOR

\$62,212.54 - \$100,481.16 ANNUALLY

DESCRIPTION OF DUTIES: This is highly responsible management and complex professional administrative work planning, organizing, staffing, directing, and controlling the activities of the City's Code Compliance Department. Emphasis of the work is on directing administrative, technical, and clerical staff in the conduct of scheduled and follow-up inspections in response to complaints of alleged violations of property maintenance, zoning, and other codes relating primarily to the health, welfare, and safety of the community.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTES INCLUDE BUT ARE NOT LIMITED TO:

- Planning, assigning and reviewing the work of employees engaged in the enforcement of City Code regulations
- Making recommendations and implementing solutions to resolve code violations without the need for court action.
- Developing and implementing enforcement methodologies consistent with the City Code.
- Attending community meetings and explaining City Code regulations.
- Reviewing complaints with citizens or local groups and developing action plans
- Preparing and submitting narrative and statistical reports
- Coordinating the processing of criminal cases and the preparation of enforcement case histories.
- Making recommendations on staff matters relating to hiring, discipline and performance evaluations.
- Providing assistance and advice to neighborhood compliance administrators, field supervisors, code officers, and support staff regarding matters affecting office and field work.
- Maintaining working relations with complainants, violators, property owners, homeowner groups, trustees, and attorneys.
- Making recommendations relating to hiring, discipline and promotion of subordinates; authoring leave and overtime and evaluating employee performance.

REQUIREMENTS: Bachelor's degree in Business/Public Administration and six years experience in a Municipal Code Compliance Department including considerable experience in supervising subordinate employees.

Send **2** Detailed Resumes
by close date to:

NO FAX ACCEPTED

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
jobs@miamibeachfl.gov
ATTENTION: CCDD-ANN

CLASS NO: **3150**
UC NO: **0502UO**